

## Job Announcement

### Costilla County Social Services Staff Accountant

The Costilla County Board of County Commissioners is seeking qualified applicants to fill the position of Staff Accountant of the Costilla County Department of Social Services. The agency's office is located in historic San Luis, Colorado, the oldest town in Colorado, located in Costilla County. Costilla County is located in southern Colorado on the western edge of the picturesque San Luis Valley, on the western side of the Sangre de Cristo Mountains, about 70 miles north of Taos, New Mexico and 90 miles southwest of Pueblo, Colorado. Costilla County is a rural, agricultural community with a predominantly Latino population.

The Staff Accountant is responsible for a complex accounting system. The department budget exceeds \$3 million in annual expenditures. These programs are complex and contain extensive interweaving of local, state and federal dollars with explicit and strict accounting requirements. The department utilizes a due to/due from accounting method and in addition to general ledger, payroll and accounts payable, the accountant must enter data in the state's CBMS, CHATS, CFMS, TRAILS and child support systems.

#### Knowledge, Abilities and Skills

This is not an entry level position, nor is it a position for those who are lacking in experience highly complex accounting methods and software. Applicant must have considerable computer skills; advanced knowledge of accounting principles and techniques; the ability to master various different and complex accounting programs and must be able to effectively learn and utilize proprietary software used by the state for its accounting ; the ability to establish and maintain effective working relationships with people at all levels within and outside the organization; the ability to network and establish lasting and productive relationships with various government and public agencies who administer the various funds and the ability to produce accurate accounting and concise reporting. The Accountant is appointed by the Board of County Commissioners and answers to Director of Social Services and to the board regarding all matters related to the accounting of the funds administered by the department.

A proficiency in English is required.

#### Requirements

The position of Staff Accountant requires at minimum a Bachelor's Degree from an accredited four-year college or university with a major in accounting and five years experience as an accountant.

#### Preferred Qualifications

A Master's Degree in Accounting is preferred.

#### Salary and Benefits

The position of Staff Accountant is advertised at an annual salary in the range of \$40,000.00 to \$45,000.00 per year depending on education and experience. Costilla County offers a choice of health, life, vision and dental insurance packages.

#### How to Apply

Applicants seeking consideration for the position of Staff Accountant for Costilla County Department of Social Services must submit a resume and cover letter and a list of three references who are not family members to Richard D. Jensen, J.D., County Administrator, Costilla County Board of County Commissioners, P.O. Box 100, San Luis, Colorado 81152 by September 30, 2010. Applicants may submit their resume and cover letter as separate PDFs via email to [rjensen@costillacounty-co.gov](mailto:rjensen@costillacounty-co.gov). Interviews of applicants will be scheduled during the month of October, 2010.